CHILDREN'S SERVICES- CHILDREN'S INCOME AND DISBURSEMENT SYSTEM

(KIDS) INCOME ENTRY FORM (CS-KIDS-1)

PURPOSE:

The CS-KIDS-1 is used to record and enter outside income in the Children's Income and Disbursement System (KIDS) for children in Alternative Care who are in the custody of the Division of Family Services (DFS). Types of income include: Supplemental Security Income (SSI), Social Security (OASDI), Child Support, Veterans Benefits, State and Federal Tax Intercepts, lump sum payments designated for use by the child, and other sources of income. While in the custody of DFS, this income will be used to supplement the costs of maintaining a child in Alternative Care.

NUMBER OF COPIES AND DISTRIBUTION:

The CS-KIDS-1 is a five (5) copy self carboning form. Income may be received through a central office post office box, by DBF who will complete the CS-KIDS-1 and enter the income into KIDS. This includes Child Support that is sent directly to DBF. DBF staff will be responsible for maintaining at least one (1) copy of the form for five (5) years for auditing purposes.

> NOTE: For OASDI and SSI income a tape match will be generated between the Social Security Administration, the Treasures Office, the Division of Budget and Finance and the Division of Family Services for deposit into KIDS.

Occasionally, income will be received in the DFS county office. When this occurs, County staff should complete the CS-KIDS-1. County staff should retain the fifth copy (goldenrod) and mail all other copies to DBF. The address to forward the CS-KIDS-1 to (with income attached) is: Division of Budget and Finance, Post Office Box 3536, Jefferson City, MO 65103.

CS-KIDS-1 forms should be completed daily, as income is received. Staff should never maintain income for more than one (1) day.

INSTRUCTIONS FOR COMPLETION:

The CS-KIDS-1 contains space for up to twelve (12) income lines. Additional CS-KIDS-1 forms should be used as needed as income is received.
An asterisk (*) indicates fields that should not be completed by staff.

Line Number - This number is not entered but is listed on the CS-KIDS-1 form as a reference. Each line represents income received for an individual. The form can accept up to twelve (12) lines of income information per form. Use additional CS-KIDS-1 forms as needed.

If a single check/cash payment is received but is designated for more than one child (ie., child support check for two (2) children), indicate the amount of income designated for each child on individual line numbers.

* Batch Number: This is a seven (7) digit field assigned by DBF staff upon receipt of the form in central office. The number consists of the two (2) digit fiscal year, the three (3) digit Julian calendar date and a two (2) digit sequential number (ie., 94110536).

   NOTE: The batch and line number are used in KIDS to reference the receipt of income for the client. The number is displayed in the Reference Number field of the KIDS Client History screen (enter ZKID followed by the eight (8) digit DCN, ie., ZKID 11223344).

1. DCN: Enter the eight (8) digit Departmental Client Number for the client on the form. A DCN must be entered on the CS-KIDS-1 for each client for whom income has been received. If the DCN is entered incorrectly on the form, the income will be credited to an incorrect account. Staff should review the child's account in KIDS periodically to assure that the income has been received and posted correctly. If discrepancies occur, contact CPAY to resolve the problem.

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2. Social Security Number: Enter the client's nine (9) digit social security number. If the social security number is not known, leave this field blank.

NOTE: If a client in Alternative Care does not have a valid Social Security number, it is the responsibility of the Case Manager to apply for the number through the local Social Security office. The Social Security number is needed for each client who receives interest on the income posted to his/her account for the Internal Revenue Service (IRS).

* DBF USE ONLY: These fields are completed only by staff.

3. Client's Name: Enter the client's full name on the form. This information is not entered by DBF staff but is displayed after the batch information has been entered based on the DCN entered on the form. The displayed name must match the name entered on the KIDS-1 form.

NOTE: If the name displayed from the DCN in KIDS and the name entered on the form do not match, the DBF data entry operator will place the income into a holding account. It will be the responsibility of the Children's Services Payment Unit (CPAY) to identify the name and DCN for income placed into the holding account. CPAY will contact the county office in an attempt to identify the income.

This process will delay the receipt of income by the client. For this reason, it is important to enter the correct DCN, Name and Social Security number for each income line on the form.

4. Income Source: This is a two (2) digit field. Enter the income source that is appropriate for every source of income received (ie., enter 03 for SSI income in this field).

Income sources designated with one (*) or two (* *) or three (* * *) asterisks should not be entered on the CS-

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KIDS-1 by staff.

Only DBF staff will use income sources identified with an (*). However, these income sources will be displayed on the ZKID screen.

Staff shall not use codes designated with two asterisks (**). These codes will be displayed on the ZKID screen and reflect automatic postings/corrections of Child Support Income to KIDS.

Staff shall not use codes designated with three asterisks (***). These codes will be displayed on the ZKID screen and reflect automatic bank postings of Social Security (OASDI) and Supplemental Security Income (SSI) income to KIDS.

The income sources are as follows:

01 - Child Support - Use this code when the county receives child support payments and needs to forward to DBF for entry in KIDS. See Income Source Code 17 (Automated Child Support Enforcement Transaction) for automatic Child Support deposits.

02 - Social Security (OASDI)

03 - Supplemental Security Income (SSI)

04 - Veteran's Assistance

05 - Railroad Retirement Benefits

06 - Inheritance

07 - Federal Income Tax Intercept

08 - State Income Tax Intercept

09 - State Lottery Intercept

10 - Other - Use this code if the source of the income cannot be determined.

* 11 - Outlawed Checks - This code is used by DBF

staff for checks issued by the state of Missouri over twelve (12) months ago as they are no longer valid. The outlawed check could be a check written in the Children's Services Integrated Payment System (CSIPS), or a KIDS-2 check written for a client who has left alternative care.

Upon notification that the state issued check is no longer valid, DBF staff will use a CS-KIDS-1 to enter this income source for each client identified on the outlawed check. This action in KIDS will credit the account of the client whose income was used to create the check.

*   12 - Canceled Checks - This code is used by DBF staff to indicate a state issued check has been canceled. DBF staff will cancel a state issued check upon notification from DFS that the check should not be cashed. After the check has been canceled, DBF staff will use this income source code to credit the appropriate child's KIDS account.

*   13 - CSIPS Credit Adjustment - This code is used by DBF staff to return income to an account in KIDS from a CSIPS check which resulted in an overpayment to an Alternative Care provider. An overpayment can be recovered from a provider using two (2) methods: A check deduction through CSIPS if pending payments will occur in the near future, or the provider can send a check to DBF for the amount of the overpayment.

Whenever a provider sends a check to DBF to correct an overpayment, the check will be forwarded to CPAY who will determine the amount of the overpayment. CPAY will advise DBF of the amount for each client where KIDS funds were used, and the amount will be entered using a CS-KIDS-1. This action will credit the account in KIDS for each client whose external income was used in the overpayment.

*   DBF USE ONLY: These fields are completed only by DBF staff.

NOTE: Check deductions will continue to appear on-

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line using the ZPAY (CSIPS Payroll History Screen). If a client's outside income was used from KIDS to pay for the overpayment, CPAY will determine the amount and request a transfer of funds by DBF. The transfer will credit the account in KIDS for the amount of the overpayment.

* 14 - Insufficient Checks - This code is used by DBF staff to indicate that a previously deposited check is being returned due to insufficient funds (bounced check). Upon notification from the Treasurer's Office, DBF staff will complete a CS-KIDS-1 using the Batch and line number for the check as it was originally entered into KIDS. This action will reduce the client's account by the amount of the bounced check.

DBF will notify CPAY that the check in question has been returned due to insufficient funds. CPAY will attempt to contact the payee of the check in order to make the check good. County staff may be contacted by CPAY to assist in locating the payee, if necessary.

NOTE: In some cases the income from the check may have already been used for other expenses leaving a zero (0) balance in the account (ie., payroll expense). If this occurs, the insufficient funds transaction entered by DBF staff may cause the child's KIDS account to show a negative amount.

The client's balance will be brought up to a positive amount when his/her next outside income check has been entered into KIDS. However, if no more income is expected to be received within the next few months and the client will be leaving Alternative Care shortly, contact CPAY for assistance.

* 15 - Interest Income - This income source is displayed for each account where interest has been posted. Upon notification from the Treasurer's Office, DBF staff will enter the entire interest

earned amount for all accounts in KIDS. After overnight processing, KIDS will post interest to all active, identified accounts. The interest amount for each account will be displayed on the ZKID screen with an income source of 15.

* __DBF USE ONLY__: These fields are completed only by DBF staff.

* 16 - Interest Removed - This income source is displayed whenever interest, which was originally posted to KIDS, has been removed due to an error in the amount of interest which was originally entered.

** 17 - Automated Child Support Enforcement (CSE) Transaction - This code will reflect the automated posting of child support payments into the KIDS account.

** 18 - Automated Child Support Enforcement (CSE) Correction - This code will reflect a reduction of income as a result of a correction, e.g. money posted to an incorrect account. This will always be displayed as a negative amount.

** 19 - Automated Internal Revenue Service (IRS) Adjustment - This code will reflect a correction of the KIDS account as a result of a child support IRS tax intercept which resulted in an overpayment of child support. This will always be displayed as a negative amount on the ZKID screen.

*** 22 - Bank OASDI. This code will reflect the automated posting of OASDI benfits into the KIDS account.

*** 33 - Bank SSI. This code will reflect the automated posting of SSI benfits into the KIDS account.

* 99 - Conversion - This code identifies income that was entered into KIDS initially for conversion to the automated system.

5. __Amount__: This is a seven (7) digit field. Enter the amount of income received for the client. Each income source must be entered on a separate line.

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6. Payer Name/Address: Enter the name and address of the payer for each line of income entered on the form. This information is not entered into the system but will help CPAY identify the source of the payer when the DCN or the Social Security number contains errors.

7. Total Amount: Enter the total amount of income on the form.

8. Remarks: Enter any remarks necessary to identify the income attached to the form. This field is not entered into the system and should be used to indicate notes, exceptions concerning the KIDS-1 form.

* DBF USE ONLY: These fields are completed only by DBF staff.

** Staff will not use these codes. These codes will be displayed on ZKID and reflect automatic postings/ corrections of child support income to KIDS.

*** Staff will not use these codes. These codes will be displayed on ZKID and reflect automatic postings of SSI and OASDI income to KIDS.

9. FIPS County Code: Enter the FIPS County Code of the County submitting the CS-KIDS-1.

10. County Name: Enter the county name of the county submitting the CS-KIDS-1.

11. Prepared By: Enter the signature of the person and date on which the form was completed and the signature of the County Director/Designee and the date on which the form was reviewed prior to mailing to DBF. This information is not entered into KIDS but is used as a reference for DBF staff and CPAY.

INSTRUCTIONS FOR RETENTION:

A copy of the completed CS-KIDS-1 must be maintained in the county office for a period of five (5) years.

MEMORANDUM HISTORY: CS89-47, CS90-29, CS93-29, CS93-35

CS-KIDS-1 INCOME SOURCES

      01 - Child Support

      02 - OASDI

      03 - Supplemental Security Income (SSI)

      04 - Veteran's Assistance (VA)

      05 - Railroad Retirement Benefits

      06 - Inheritance

      07 - Federal Income Tax Intercept

      08 - State Income Tax Intercept

      09 - State Lottery Intercept

      10 - Other

*   11 - Outlawed Checks

*   12 - Canceled Checks

*   13 - CSIPS Credit Adjustment

*   14 - Insufficient Funds

*   15 - Interest Income

*   16 - Interest Removed

**   17 - Automated Child Support Enforcement (CSE) Transaction

**   18 - Automated Child Support Enforcement (CSE) Correction

**   19 - Automated Internal Revenue (IRS) Adjustment

*** 22 - Bank OASDI

*** 33 - Bank SSI

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*   These Income Sources are entered by Division of Budget and Finance staff only.

**   These Income Sources are displayed on ZKID and reflect automatic postings/corrections of child support income to KIDS. Staff will not use these codes.

***   These Income Sources are displayed on ZKID and reflect automatic posting of Social Security (OASDI, SSI) income to KIDS. Staff will not use these codes.

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